

JPL Timekeeping Manual Collection, 1986

0.1 cubic feet

JPL 73

History

The JPL personnel office, a part of administrative divisions, changed names four times between 1962 and 1985. Until August 1972 it was in two sections, Sections 611 and 741, a part of Division 61, Office of Administration. In 1972 the two sections combined to form Section 122, Personnel within Division 100, Office of Administration. In 1976 it became Section 612, Personnel within Division 600, Office of Administration. A year later it became Section 610, Employee Services within Division 61, Personnel Resources. This arrangement lasted beyond 1985. The collection includes personnel and technical service's procedures current in 1977, as well as policies created as early as 1963.

Provenance

Leslie A. Lamb, an employee in JPL, Section 610, Human Resources, transferred the collection to the JPL Archives on August 21, 1990.

Collection Arrangement and Description

The collection contains the 1986 version of the JPL Timekeeping Manual. The manual describes timekeeping procedures and other employee relations practices. The policies were issued from March 1, 1967 to December 11, 1986. The manual as accessioned was in a three ring binder separated by index tabs and by specific subject matter. The manual also had a table of contents at the beginning to identify its subject contents.

The present collection was formed by removal of the contents of the binders and placing the contents in 7 file folders. Original page order and subject labels have been retained.

The information in the collection describes timekeeping practices and policies, employee services and development, as well as hiring procedures and employee benefits.

Conservation/Preservation

Standard preparations of documents for long term storage were completed.

Separation Statement

No materials were separated from the collection.

Finding Aids

No other finding aids exist.

FILE FOLDER LIST

- | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fld 1 | Timekeeping Practices Manual, JPL – Letter December 11, 1986, regarding the Timekeeping Practices Manual, Handwritten Notes, Memorandum November 20, 1986, regarding DCCAA Audit Report No. 4121-6F135.011. |
| Fld 2 | Timekeeping Practices Manual, JPL – Time Accountability / Reporting, Preparation of Time Cards for Salaried Nonexempt Employees Drafts and Handwritten Notes, Not Dated. |
| Fld 3 | Timekeeping Practices Manual, JPL – Overtime and Special Pay, Travel Pay for Nonexempt Employees, August 31, 1983. |
| Fld 4 | Timekeeping Practices Manual, JPL – Section categories are the following:
Memorandum regarding Service Dates: March 1, 1967 |

Time Record and Leave Status Report: August 31, 1983
Reporting Sick Leave: March 12, 1984
Sick Leave for Pregnant Employees: January 20, 1976
Reporting Vacation: March 29, 1984
Memorandum regarding Changes in Vacation Policy: March 22, 1983
Reporting Holiday Pay: March 12, 1984
Reporting Absence Due to Death in Family: August 31, 1983
Reporting Military Leave: August 31, 1983

- Fld 5 Timekeeping Practices Manual, JPL – Leave Without Pay, Memorandum regarding Leaves of Absence for Temporary Disability, May 1, 1982.
- Fld 6 Timekeeping Practices Manual, JPL – Section categories are the following:
 Adjustment of Absence Hours and Work Time: August 31, 1983
 Distribution of Paychecks: August 31, 1983
 Termination: February 7, 1984
- Fld 7 Timekeeping Practices Manual, JPL – Payroll Forms/Examples, Nonexempt Employees overtime and irregular hours register, Handwritten Notes, Timecard examples, Absent Reports and Travel Time Reports, August 31, 1983.

CATALOG DESCRIPTION

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Register available in the repository.

Tracings

JPL Timekeeping Practices
JPL Personnel Services
JPL Administration

Accession 91-50.